

The Supervisor/Manager Training Program

Summary of DOP-Policy 18 Requirements

In order to ensure that public funds are expended judiciously and that public services are provided in an effective and efficient manner, it is imperative that the supervisors and managers of public employees and public programs are able to competently organize, direct, monitor, and evaluate the personnel and programs for which they are responsible. The purpose of DOP Policy 18 is to ensure that all supervisors and managers in all affiliated agencies possess the requisite knowledge, skills, and abilities to successfully carry out the duties and responsibilities of their positions.

- For the purposes of DOP Policy 18, a supervisor is defined as an exempt or classified employee who plans, schedules, assigns, reviews, and approves the work of at least one subordinate employee, which also includes such responsibility as initiating disciplinary actions, approving sick/annual leave requests, conducting performance evaluations, and recommending salary increases.
- For the purposes of DOP Policy 18, a manager is defined as an exempt or classified employee who plans, organizes, directs, controls staff, methods and resources.

All supervisors and managers are required to enroll in, attend, and complete Components I, II, III, and IV of DOP-P18.

Component I

- *Preventing Harassment: A Shared Responsibility*
- *The Drug-Free Workplace* (also available as an online program)
- *Employee Performance Appraisal I: Policy and Forms*

Component II

- *Managing and the Law*
- *Discipline and Documentation*
- *Supervising for Success II: Critical Skills for New Supervisors (formerly titled “Supervising for Success I: Fundamentals of Supervision”)*

Component III

- *Personnel Management in State Government (formerly titled “Personnel Transactions in State Government”)* **OR**
- *Workplace Safety: Your Responsibility* **OR**
- *Finance for the Non-Financial Manager*

NOTE: The Division of Personnel requires that the aforementioned programs be completed only once by the supervisor/manager. However, individual organizations may require additional training. Consult your organization's human resources office for more information.

Component IV

- After all classes in Components I, II, and III have been completed, every supervisor/manager is required to enroll in, attend and complete a minimum of *twelve (12) contact hours of supervisory, managerial, and/or leadership training each calendar year thereafter.*
- Component IV eligible training develops leadership/management competencies and is designed specifically for managers and supervisors. Training on topics including but not limited to facility-with-spreadsheets, typing, proficiency with software applications, operating machinery, software development, speaking a foreign language, and calculus are some examples of training that would not qualify under Component IV.

To learn more about other learning and performance improvement services, visit OHRD's website at www.personnel.wv.gov/ohrd.

For more information about DOP-Policy 18, go to <http://www.state.wv.us/admin/personnel/emprel/POLICIES/supvTrg5PolicyOnly.pdf>.